

NOV 27 1957

**MEMORANDUM FOR: Members of the Building Steering Committee**

**SUBJECT: Planning Policy for the New Building**

It is requested that the Steering Committee meet in the Director's conference room at 11 o'clock, Wednesday, 4 December 1957, to discuss the attached Staff Study, "Telephone Service in the New Headquarters Building" and other items listed below. A report will be made on the other items listed.

**AGENDA**

1. Secure Telephone Service in the New Building

2. Status of:

- a. Clearing Contract
- b. Working Drawings
- c. Rough Grading

3. Concessions on the site

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